

RECORDS RETENTION SCHEDULE

LG10

Public Works Department Records

Including
Municipal Engineer
Automotive, Highway and Maintenance
Recycling and Sanitation
Water
Parks and Recreation

May 1997
(Reissued May 2004)

Office of the Secretary of State
Rhode Island State Archives & Public Records Administration
Rhode Island Local Government Records Program
337 Westminister Street
Providence, Rhode Island 02903

Records Retention Schedule LG10

Public Works Department Records

This Records Retention Schedule has been developed by the Rhode Island Local Government Records Program of the State Archives in an effort to assist government officials in the proper management of public records.

The schedule consists of sixty-six (66) separate sets of records, or series, recognized as those records generated by municipal public works departments. Included in each entry is a series number, records series title and description, and a retention period. For example,

<u>Series No.</u>	<u>Series Title & Description</u>	<u>Retention Period</u>
LG10.1.3	Work Order Logs Summary record of work orders received and completed. May include work order number, job description, date started and completed.	Retain three (3) years

The retention periods set forth in this document are minimum periods and are the result of analysis on the part of the State Archives concerning the legal, fiscal, administrative, and historical value of the records. Because many retention periods are based on state and federal statute and regulation, updates to this schedule may be issued to incorporate any changes.

Proper procedures for the destruction of public records must be adhered to. Records that are eligible for destruction can only be legally destroyed with an approved "Certificate of Records Destruction" (§38-1-10, §38-3-6 (j), and §42-8.1-10). A Certification of Records Destruction form and instructions are included with this schedule. State Archives staff members are always available to answer questions you might have regarding any records issues.

Local government officials should also consult with the municipal solicitor to determine if any records eligible for destruction may be involved in current or pending litigation or request under the Access to Public Records Act (RIGL §38-2).

Office of the Secretary of State
Rhode Island State Archives and Public Records Administration
Rhode Island Local Government Records Program
337 Westminster Street
Providence, Rhode Island 02903
401-222-2353

State of Rhode Island and Providence Plantations
Rhode Island State Archives & Public Records Administration

CERTIFICATION OF RECORDS DESTRUCTION

1. Department			
2. Division		3. Date	
In accordance with the Authority granted by Title 38 of the Rhode Island General Laws these records have met the legal retention requirements and are eligible for destruction.			
4. Record Series Number (from schedule)	5. Record Series Title	6. Dates to/from	7. Volume
8. I certify that I have reviewed the above listed records and authorize their destruction. Dept. Head or Records Custodian _____ State Archivist & Public Records Administrator _____			

Signed and executed Certificate is a permanent record. (§42-8.1-10)

Certification of Records Destruction

Instructions for completing the form. Numbers below correspond with blocks on the Certification of Records Destruction form, a copy of which is provided on the previous page. The form may be reproduced.

1. Department - means any state or local government entity. Include the name of your city or town.

2. Division - means any sub-unit of any department.

3. Date - the date your department prepared the form.

4. Record Series Number - enter the exact series number. Each series listed on retention schedules has a unique identifying number. Series numbers are preceded by the letters LG on municipal schedules and on General Schedules by the letters GS.

5. Record Series Title - enter the exact record series title, as listed on the retention schedule. Each series title should correspond to the one cited in the schedule. If your department uses different titles than those found in the schedules, you may want to add the local title in square brackets [] under each entry on the form.

Note: Using the precise record series number and title will expedite the approval process.

6. Dates to/from - enter the earliest and latest dates covered by the records proposed for destruction. In most cases just the year will suffice.

Note: For purposes of calculating retention, do not count the year in which the records were created.

If the retention period of a particular series is qualified by wording such as "audit plus one year" or "three years after expiration," the date of the completed audit or the year of expiration needs to be also noted.

7. Volume - enter the volume of records to be destroyed. Volume is most easily measured by the number of inches or linear feet of records, although cubic foot measurements give a more accurate figure. A table of volumes and a cubic foot equivalency formula are provided below.

8. Department Head or Records Custodian - signature of the local official authorized to request records destruction.

Send the completed form to the Rhode Island State Archives. The Certificate will be reviewed, countersigned by the State Archivist/Public Records Administrator, and then returned. Upon receipt the records may legally be destroyed. The signed and executed Certification of Records Destruction must be retained as a permanent record under RIGL §42-8.1-10.

Table of Volumes

standard records storage box (15" x 12" x 10")	1.2 cubic foot
letter size file drawer	1.5 cubic feet
legal size file drawer	2 cubic feet
lateral file drawer	2.5 cubic feet

Cubic Foot Equivalency Formula

$$\frac{L \times W \times H \text{ (inches)}}{1728} = \text{cubic feet/unit}$$

**Public Works, including Engineer, Automotive, Highway and Maintenance,
Recycling and Sanitation, Water, Parks and Recreation**

Record Series No.	Record Series Title and Description	Retention
LG10.1	Automotive, Highway, and Maintenance	
LG10.1.1	Work/Repair Requests and Complaints Requests for work or repairs initiated by citizen complaint or by internal request. Data may include name and number of complainant or requester, location and type of work to be performed, dates and times of receipt and response. May include vehicle service requests.	Retain three (3) years.
LG10.1.2	Work/Repair Orders Record of work performed and completed. Data may include date(s), time(s), order number, location, description of work, authorization, names of persons performing work, itemized labor, equipment, and material information. May include vehicle repair/service work and gas cut-off orders.	Retain three (3) years.
LG10.1.3	Work Order Logs Summary record of work orders received and completed. May include work order number, job description, date started and completed.	Retain three (3) years.
LG10.1.4	Vehicle Records Records relating to each vehicle owned and/or serviced by Public Works. May include title, registration, inspection, maintenance, checklists, repair, and incident reports.	Retain one (1) year after disposal of vehicle and completion of successful audit.
LG10.1.5	Vehicle Inspection Sheets Check lists for vehicles, mechanical systems, and equipment. May include equipment number, operator, date, checklists, fuel consumed, and mileage.	Retain two (2) years.

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Record Series No.	Record Series Title and Description	Retention
LG10.1.6	Accident Files Record of accidents sustained by persons or properties. May include police reports, witness statements, reports, memoranda, diagrams, photographs or other related documentation.	Retain three (3) years unless in litigation. Note: If minor involved, retain three (3) years after minor reaches the age of eighteen (18) years.
LG10.1.7	Fuel Slips Slips recording individual fuel intake. Data may include vehicle number, type, driver, meter readings, gallons of fuel, oil, or antifreeze received.	Retain until successful audit plus one (1) year.
LG10.1.8	Fuel Summaries Record of daily, weekly, or monthly fuel disbursed. May include type of fuel dispersed, pump locations, meter or stick readings, gallons delivered, and total gallons consumed. May also indicate oil and antifreeze disbursal.	Retain until successful audit plus one (1) year.
LG10.1.9	Traffic Light Files Record of traffic lights department is responsible for maintaining and servicing. May include intersection/signal diagrams, specifications, schematics, and work and repair orders.	Retain diagrammatic records during functional life of signal. Destroy maintenance records after three (3) years.
LG10.1.10	Snow Plow Files Records relating to snow plow routes and activity. May include maps, routes, correspondence, logs, crew lists, or other documentation relevant to snow removal.	Retain until updated, superseded, or obsolete.

**Public Works, including Engineer, Automotive, Highway and Maintenance,
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Record Series No.	Record Series Title and Description	Retention
LG10.1.11	Tree Files Records of tree maintenance, planting, and removals. May include correspondence, removal or planting schedules, copies of agreements, reports, proposals, pamphlets, maps, grant information, and records on pesticide use including public hearing notices and copies of applicators' licenses and certifications.	Retain three (3) years.
LG10.2	Recycling and Sanitation	
LG10.2.1	Recycling/Solid Waste Invoices Record of invoices/receipts from Rhode Island Solid Waste Management Corporation, oil waste depositories, or other facilities accepting recyclable materials or solid waste.	Retention three (3) years.
LG10.2.2	Recycling Logs Record of materials (metals, yard waste, oil, antifreeze) transported to the municipal recycling center. Data may include names of residents using facility, addresses, date, materials delivered, and vehicle registration number.	Retain one (1) year.
LG10.2.3	Compost Tabulations Record of temperature or triangular tabulations of yard waste compost at the municipal facility.	Retain three (3) years.
LG10.2.4	Container Distribution Record Listing of municipal residents receiving recycling containers. Data may include name, address, phone number, date delivered, and reason for distribution (new, lost, broken).	Retain until updated, superseded, or of no administrative value.
LG10.2.5	Trash Can Replacement Receipts Record of residential trashcan replacements. Data may include signature verifying receipt/delivery, date delivered, and reason for replacement.	Retain three (3) years.

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Record Series No.	Record Series Title and Description	Retention
LG10.2.6	Educational Material Educational and reference materials on recycling for distribution. May be in the form of newsletters, pamphlets, or flyers.	Retain until updated, superseded, or of no administrative value.
LG10.2.7	Sanitation Files Records relating to sanitation truck routes and activity. May include maps, routes, correspondence, newspaper clippings of public notices, tonnage reports, logs, and crew lists.	Retain until updated, superseded, or obsolete.
LG10.2.8	Landfill Records Records relating to municipal landfill operation. May include certificates of insurance, ground water samples/analysis, EPA screening site inspection, DEM preliminary assessments, plans relating to engineering, operating, contingency, sedimentation, erosion control, and closure, Hydrogeological reports, monitoring logs, CERCLIS documentation, and site access agreements.	Permanent.
LG10.3	Engineering	
LG10.3.1	Plans, Maps, and Drawings Plans, drawings, and maps including but not limited to, survey and plat, tax assessment, layout and grade, sanitary sewers, zoning, easements, landfills, subdivisions, traffic control, water, fire lanes, and municipal buildings.	
	(a) Original or record copy.	Permanent.
	(b) Reference copies.	Retain until updated, superseded, or of no administrative value.

**Public Works, including Engineer, Automotive, Highway and Maintenance,
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Record Series No.	Record Series Title and Description	Retention
LG10.3.2	Plans, Maps, and Drawings Registers Log or register of plans, drawings, or maps received or submitted. Data may include drawing number, date submitted, street name, plat number, and location.	Permanent.
LG10.3.3	Field Books Engineering field measurements, sketches, and diagrams including, but not limited to, elevations, distance, bench marks, ridges, easements, drainage, ponding, and core test holes.	Permanent.
LG10.3.4	Bench Mark Books Record of bench mark locations including elevations.	Permanent.
LG10.3.5	Indices Location and cross reference systems devised and maintained for the purpose of retrieving plans, drawings, maps, or other records.	Purge with related plan, drawing, map, or record.
LG10.3.6	Street History Records On-going, cumulative street reference records documenting street actions and activity. Records may include references to and citations of land evidence records, orders, resolutions, and minutes of City/Town Council, adoptions and abandonments, grading, paving, sidewalks, surveys, plat references, copies from maps and field books, copies of petitions, covenants, and public notices, lists of property owners, correspondence, and memos.	Purge obsolete records and records of no further administrative value after five (5) years.
LG10.3.7	Paving Records Record of street paving work. Data may include street name, job summary, firm, contract number, widths, lengths, and areas, intersection data, work details, inspection dates, diagrams, elevations, grade and curbing.	Purge obsolete records and records of not further administrative value after five (5) years.

**Public Works, including Engineer, Automotive, Highway and Maintenance,
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Record Series No.	Record Series Title and Description	Retention
LG10.3.8	Sewer and Water Assessment Records Records relating to sewer and water connection assessments for tax purposes. May include location diagrams, inspection, measurements, abatements, and data on previous assessments. (a) If pertinent data is recorded in/transferred to another record <u>or</u> information is held by municipal Tax Assessor. (b) Not recorded or held elsewhere.	Retain one (1) year. Retain as long as property connected to system.
LG10.3.9	Sewer Location and Connection Records Records detailing sewer connections for individual properties and/or municipal sewer system. Includes location, diagram, and address. May include system specifications, requests for location of sewer connections, surveys, sketches, inspection and work reports, and dye test requests and reports.	Retain as long as system is in existence.
LG10.3.10	Grant of Easement Files Grant of easement records for legal permission to conduct work on private property, including, but not limited to, laying constructing, maintaining, operating, repairing and servicing water and sewerage pipes, mains, drains, signs, and utilities. May include descriptions of easement area, diagrams, plans, agreement, memos, correspondence, and property disposition. (a) Original or record copy - signed and witnessed. (b) Duplicate copies.	Permanent. Retain until of no administrative value.

**Public Works, including Engineer, Automotive, Highway and Maintenance,
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Record Series No.	Record Series Title and Description	Retention
LG10.3.10 (Continued)	Note: Original or record copy may be held by City/Town Solicitor or other municipal official.	
LG10.3.11	<p>Subdivisions and Land Development Project Files Records documenting property subdivisions. May include site plan review and subdivision check lists, inspections, diagrams, plans, drawings, specifications, memos, and analysis.</p> <p>(a) Documents which form part of the original or record copy of the application records.</p> <p>(b) Duplicates and denied applications.</p>	<p>Permanent.</p> <p>Retain until of no administrative value.</p>
LG10.3.12	<p>Bridge Files Cumulative history file for individual bridges. May include memos, correspondence to/from departments of state and contractors, newspaper clippings, reports, plans and specifications, materials lists, excavation permits, bridge deficiency and inspection reports.</p>	Purge obsolete records and records of no further administrative value after five (5) years.
LG10.3.13	<p>State Regulatory Agency Files Records documenting compliance with state requirements such as coastal resources management and freshwater wetlands. May include copy applications for state assent to perform work, requests for preliminary determinations, wetlands determinations, complaints, notices of violations, plans/maps, assents, notices of public hearings, correspondence, and memos.</p> <p>(a) Records relating to projects and development on municipally owned property.</p> <p>(b) Copies of records relating to projects and development on private property within municipal jurisdiction.</p>	<p>Retain three (3) years after work completed.</p> <p>Retain one (1) year after work completed.</p>

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Record Series No.	Record Series Title and Description	Retention
LG10.4	Water	
LG10.4.1	Water Service and Valve Location Records Records detailing water service connections for individual properties and/or municipal water system. Includes location, diagram, address, type, date connection laid, lengths, make, size, curb stop, main, or gate valve.	Retain as long as system is in existence.
LG10.4.2	System Monitoring Charts Graphs monitoring municipal water distribution system including flow rates, pressure, and elevation.	Retain five (5) years.
LG10.4.3	Water Reading Logs Log of water readings at individual pumping and meter stations. Data may include date, time, reading, number of gallons per minute, readers name, and remarks.	Retain five (5) years.
LG10.4.4	System Repair and Maintenance Records Record of work performed and completed on individual water meters, connections, and mains. May include meter number, manufacturer, readings, job descriptions, name, telephone number, locations, size and service number.	Retain three (3) years.
LG10.4.5	Water Testing Records Records of water testing and analysis conducted on water system. Records may include, but are not limited to, water testing records, laboratory certificates of analysis, microbiological and other result reports, water supply summary sheets, sample site identification and certification, lead and copper results, sample analysis reports, and Department of Health result and standard reports.	

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Record Series No.	Record Series Title and Description	Retention
LG10.4.5 (Continued)	(a) Bacteriological analysis and micro-biological examinations.	Retain five (5) years.
	(b) Chemical analysis, organic and inorganic chemical, radiological, and turbidity analysis.	Retain ten (10) years.
	(c) Lead and copper analysis.	Retain twelve (12) years.
	(d) Corrosion control sampling.	Retain twelve (12) years.
	(e) Source water treatment.	Retain twelve (12) years.
	(f) Records of action taken to correct violations of primary drinking water regulations.	Retain three (3) years after last action taken with respect to the particular violation involved.
	(g) Records relating to sanitary surveys of the system.	Retain ten (10) years after completion of the survey.
	(h) Records relating to variances granted.	Retain five (5) years following expiration of variance or exemption.
LG10.4.6	Water Management Plans Plans mandated by RI general law and regulated by state agencies. Plans may include, but are not limited to, Water Supply Management Plan, Infrastructure Replacement Component, Water Quality Protection Plan, and Wellhead Protection Plan.	Permanent.

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Record Series No.	Record Series Title and Description	Retention
LG10.4.7	Water Service Applications and Agreements Applications and agreements for water service and supply. Data may include name, address, plat and lot numbers, district, service, and meter numbers. Signed agreement of terms and service may act as contract.	Retain as long as service is in effect.
LG10.4.8	Meter Reading Books Record of water usage for individual customers. Includes date of reading, reading figures, water consumed, meter number, size, manufacturer, owner, address, and service number. Note: Records relating to water consumption, billings, and sales shall be kept six years with respect to collection of the water quality protection charge.	Retain six (6) years.
LG10.4.9	Meter Reading Drop Off Cards Water use cards filled out by individual customers. Data includes date, meter reading and service number.	Retain one (1) year.
LG10.4.10	Water Quality Protection Charge Exemption Applications Applications for exemption from the water quality protection charge by elderly and commercial agricultural water users.	Retain six (6) years.

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Record Series No.	Record Series Title and Description	Retention
LG10.5	Parks & Recreation	
LG10.5.1	Recreation Program Records Records relating to programs and activities sponsored or developed by the Parks and Recreation Department. Records may include, but are not limited to, sports programs, including soccer, tennis, softball, baseball, ice skating, and basketball, aerobic programs and classes, road races, arts and recreational activities for children with special needs, charitable events, raffles, day camp enrollment, luncheons, and picnics. May include player rosters, sponsor forms, practice notices, schedules, permission slips, drop out forms, worker lists, sponsor lists, brochures, flyers, correspondence and memos.	
	(a) Registration forms - also called approval forms, enrollment forms and permission slips. May include disclaimer, consent, parent or guardian signature, emergency medical and surgical treatment forms, and medical information.	Retain three (3) years after minor reaches the age of eighteen (18) years.
	(b) Travel permits.	Retain three (3) years unless in litigation.
	(c) One copy of program/promotional literature and any related photographs.	Permanent.
	(d) Other program records.	Retain three (3) years after program/activity terminated/completed.
LG10.5.2	Games of Chance Copies of applications and financial reports submitted to the Rhode Island State Police Charitable Gaming Unit.	Retain until successful audit plus (1) year.

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Record Series No.	Record Series Title and Description	Retention
LG10.5.3	Coach/Instructor/Lifeguard Records Records relating to instructor, lifeguard, or coaches' certification and training. May include volunteer coach registrations forms, National Youth Sports Coach Association (NYSC) certifications, rosters, and copies of clinician exams, reference and training videos, newsletters, correspondence, and memos	Retain until updated, superseded, or of no further administrative value.
LG10.5.4	Recreation Facility Records Records relating to maintenance, compliance and monitoring of municipal facilities including beaches, pools, ice skating rinks, arenas, and athletic fields. Records may include but are not limited to Department of Health or DEM inspections for air quality, and sanitation, micro biological and chemical testing and monitoring reports, facility applications, licenses, and inspections.	Retain three (3) years.
LG10.5.5	Harbor Master Log Weekly log detailing harbor master activity. May include number of hours worked, whether administrative or patrol, location, number of warnings and violations issued, remarks and comments.	Permanent.
LG10.5.6	Mooring Permits and Inspections Record of mooring permits issued and mooring inspections conducted by the Harbor Master. May include mooring inspector lists, certification, and certificates of insurance.	Retain three (3) years after expiration.

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Record Series No.	Record Series Title and Description	Retention
LG10.6	Administration	
	General Office Administrative Records Fiscal Records Reference Records	See Records Retention Schedule # 1
	Personnel Records Payroll Records	See Records Retention Schedule # 2
LG10.6.1	Project/Program Files Cumulative files documenting the development of programs and projects. May include studies, questionnaires, project descriptions, specifications, correspondence, proposals, memoranda, meeting minutes, press releases, maps, plans, bid registers, requests for bid or proposals, subcontractor lists, inspection reports, municipal resolutions, cost estimates, and reports.	
	(a) Completed projects/programs.	Permanent - one record copy.
	(b) Abandoned projects/programs.	Retain three (3) years.
LG10.6.2	Grant Files Records relating to the development of grant proposals to state or federal agencies and the administration of grant awards and programs. Records may include, but are not limited to, grant applications and agreements, studies, notices, technical specification, drawings, plans, bid and contract records, accounting, banking, purchasing, and payroll records, bonds, monitoring and performance reports, expenditure and outlay reports, memoranda, and correspondence.	
	(a) Grant applications and amendments, final performance, disposition and expenditure reports.	Permanent.

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Record Series No.	Record Series Title and Description	Retention
LG10.6.2 (Continued)	(b) Financial and programmatic records, periodic performance reports, supporting documents, statistical records, other required and pertinent records. See Notes.	Retain ten (10) years from submission of close-out and final expenditure report or submission of annual financial status report for grants renewed annually.
	(c) Real property and equipment records.	Retain ten (10) years from the date of disposition, replacement, or transfer of property/equipment.
	(d) Income transaction records (earning of income) <u>after</u> grant support. Where required by the terms of the grant. See Notes.	Retain ten (10) years from the end of fiscal year in which the income is earned.
	(e) Unsuccessful grant applications.	Retain three (3) years.
	<p>Note: If any litigation, claim, negotiation, audit or other action has been started before the expiration of the ten (10) year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the ten (10) year period, whichever is later.</p> <p>Note: Any records related to a contract or liability under seal, or any judgment or decree by a federal or state court, should be retained for twenty years (§9-1-17).</p>	

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Record Series No.	Record Series Title and Description	Retention
LG10.6.3	Bid Files Record of contract bids. May include bid requests, resumes, specifications, proposals, cost quotes, product literature, correspondence, public notice of invitation to bid, copies of requisitions for purchase orders or similar relevant documentation. (a) Successful bids or negotiated awards. (b) Unsuccessful bids.	Transfer with supporting documentation to Contract Files LG10.6.4 Retain three (3) years.
LG10.6.4	Contract Files Record of winning contract awards. May include bid and contract papers, notice of contract award, subcontractor lists, copies of bonds, bid requests, specifications, correspondence, copies in invoices, insurance certificates. (a) Original or record copy. (b) Duplicates.	Retain until termination of contract and successful audit, plus ten (10) year. Retain until termination of contract.
	Note: Municipal Purchasing Officer may retain original or record copy.	
	Note: Any records related to a contract or liability under seal, or any judgment or decree by a federal or state court, should be retained for twenty years (§9-1-17).	

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Record Series No.	Record Series Title and Description	Retention
LG10.6.5	Surplus Property Records Records relating to United States Government, General Services Administration property donated/transferred, or issued to the municipality, department or its divisions. Includes application/agreement forms, property transfer forms, disposal forms, issue sheets, compliance forms, reports, insurance records, correspondence, and memos.	Retain three (3) years after property returned or disposed of.
LG10.6.6	Backcharges Record of charge back accounts/billings to other departments for work performed. Includes receipts.	Retain until successful audit plus one (1) year.
LG10.6.7	Building/Land Use Request Forms Requests for use of municipal buildings or lands for public or private events. Data may include name and address of contact person, phone number, date and type of event, hours requested, name of custodian on duty, and terms and conditions of use. Note: Any rental agreement issued by the department or its divisions which acts as a signed agreement on terms and conditions of use should be kept as long as the agreement remains in effect.	Retain three (3) years.
LG10.6.8	Work Assignment Logs Summary record of personnel and work assignments. May include route number, vehicle number, listing of drivers and crew members, and type of work to be performed. May be listed by division: sanitation, highway, maintenance, snow plow routes, water, and engineering.	Retain three (3) years.

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Record Series No.	Record Series Title and Description	Retention
LG10.6.9	Utility Agreements Agreements with electric and/or telephone companies for permission to locate, maintain, and service poles or meter boxes. Includes plans and petitions.	Retain until utility agreement is terminated.
LG10.6.10	Hazardous Materials Right To Know Files Records relating to toxic or hazardous substances used, transported, or stored by the Department of Public Works. Documents include chemical identification lists, material safety data sheets (MSDS), and Right-to-Know training program information.	Retain thirty (30) years.
LG10.6.11	Licenses and Permits Applications and copy licenses or permits issued by the Public Works Department or its divisions <u>or</u> notification copies of licenses or permits issued by other municipal or state authorities. Examples include, but are not limited to, licenses or permits for compost sites, operating transfer stations, dumping at municipal facilities, collecting or hauling of solid waste, excavation, sewer connections, discharge industrial wastewater, building and plumbing, physical alterations, and blasting.	
LG10.6.11 (Continued)	(a) Permits (issued) to discharge industrial waste water.	Permanent.
	(b) Other permits issued.	Retain three (3) years after expiration or work completed.
	(c) Permit notifications.	Retain one (1) year.
	Note: Any permit issued by the department or its divisions which acts as a signed agreement on terms and conditions of use should be kept as long as the agreement remains in effect.	

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Record Series No.	Record Series Title and Description	Retention
LG10.6.12	Permit Logs Master summary register of permits issued such as excavation permits, sewer connections, water service. Information may include name of permit holder, permit number, type, and date issued, location of work, dates of inspection, work completion, and final acceptance.	Permanent.
LG10.6.13	Petition Notification Records Copies of petitions received by Town/City Council relating to public works mandates. May include petitions relating to the installation, opening, or resetting of curb stops, highway and street abandonments and adoptions, layout and grade, easements, and excavation.	Retain one (1) year.
LG10.6.14	Violation Records Records relating to violations within municipal jurisdiction and regulation. May include notices of violation, postal certified return receipts, memos, inspection reports, photographs, correspondence. May also include copies of records relating to prosecution of violator by city/town solicitor.	Retain one (1) year after resolution.
LG10.6.15	Reports Internally generated reports on Public Works Department and divisions activities. May include statistical and summary reports.	
	(a) Daily and weekly reports.	Retain one (1) year.
	(b) Monthly and quarterly reports.	Retain three (3) years.
	(c) Annual reports.	Permanent.
LG10.6.16	Minutes of Meeting Minutes of meetings including agendas and meeting notices.	Permanent.

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Record Series No.	Record Series Title and Description	Retention
LG10.6.17	Certificates of Record Destruction Certification of Records Destruction forms (PRA 003) signed by authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. (RIGL § 38-1-10, § 38-3-6, and § 42-8.1-10.)	Permanent.